



1227 16th Street, Manson, Iowa 50563
712-469-2013
Maccentermanson1@gmail.com

MACCenter Multi Purpose Room Rental Agreement

*Responsible Person: _____ Phone: _____

Address: _____ Signature: _____

Activity/Organization: _____

Date of Event _____ Type of Event: _____

Set up date _____ Set up time _____ Event time _____ to _____

Special set up arrangements: _____

Rental Fee: _____ Date _____ Ck# _____

Deposit: No Alcohol \$250 _____ Date _____ Ck# _____

*With Alcohol \$250 _____ Date _____ Ck# _____

*Responsible person must read and sign Page 3; *Addition Rental Terms with Alcohol.*

Rental Agreement: To rent the multi-purpose room a rental agreement must be filled out prior to rental, along with the appropriate deposit and rental fee. ***One person will be responsible for the use and clean up of the equipment and facilities, regardless of the organization or group using them.***

Rental Fee & Damage Deposit: Rental fee for the multi-purpose room is \$100.00 for non MACC member and \$75 for MACC members (*approx. 4 hour event*). The damage deposit is an additional \$250.00 for all rentals. Checks must be written separately so damage deposit check can be returned. Make checks payable to MACCenter. A \$30.00 service charge is applied to all returned checks.

Deposit Return: The damage deposit will be returned to you:

- a. If you cancel the reservation 1 month before the date of use.
- b. If you leave the facility in original condition and equipment and furnishings are returned to their original location and are not missing or damaged.

ALL or PART of the deposit may be retained against clean-up cost, damage, or loss incurred. If the deposit amount does not cover such cost, the renter is held responsible for the additional payment. Damage deposits will be refunded only after inspection by authorized personnel to ensure the facility and furnishings are in satisfactory condition.

Key: The key may be picked up at City Hall, 1014 13th St, Manson, Ia., the day of the rental, except weekend rentals, when you will be required to come in on the Friday before rental to pick up the key. City Hall Office hours are 8:30am to 4:30pm, Monday thru Friday. You may set up a time for picking up the key by calling City Hall, 712-469-3759. Key may also be left in the city hall night drop box.

You will receive instructions on use of the building and the entry doors. Additional set up times can be arranged if the room is available. Keys must be returned by 12:00pm (noon) the first business day following rental or forfeit deposit unless special arrangements have been made.

PLEASE NOTE:

- **No outside tables or chairs can be brought into facility for your event**
- **No Smoking allowed in or around this facility**
- **No open flames; i.e. candles for decorations**

Condition of Facility:

- Put all tables and chairs back in their original place/storage. (White tables together and brown chairs stored together. Pictures/illustrations are posted at storage areas on how tables/chairs are to be returned to storage.)
- Clean up all decorations, litter, debris in the building, on the grounds and parking lot.
- Sweep floor with dry mop and clean up wet spills with mop bucket
- Garbage must be disposed of in outside dumpster located behind front wall with MACC signage
- Pick up rest rooms and flush toilets.
- Turn all lights off, close all windows.
- All outside doors should be locked and checked and rechecked.

The Lessee agrees that the facility is being obtained for and will be used only for legal purposes. The Lessee further agrees that agents of Lessor may at any time; enter the premises for the purpose of inspecting the premises in the manner in which it is being used.

I have read the above and fully understand the terms and conditions of this agreement. I agree to hold myself personally liable in the event that the lessee or any of its members or agents causes any damage upon the property of the lesser.

Hold Harmless Statement: The person(s) signing below agree(s) to indemnify and hold harmless the MACCenter against any and all claims, costs, suits, and other forms of liability and all court costs arising from the use of the Community Center.

YOUR SIGNATURE SIGNIFIES YOU HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE AGREEMENT.

LEESSEE NAME (Please Print)

Signature

Date

ADDITIONAL RENTAL TERMS FOR EVENTS SERVING ALCOHOL:

- Only alcoholic Beverages (wine and can beer) provided by the renter may be served in the Multi-Purpose Room. **NO HARD LIQUOR allowed.**
- Beverages cannot be sold, no donations can be accepted and no advertisement regarding alcohol being served is allowed.
- No drinks may be taken outside the Multi-Purpose room.
- **Renter must designate a bartender for dispensing the beer and wine. It is the renter's responsibility to make certain that all activities relating to the serving of alcohol is in compliance with the law.**

LEESEE (Please Initial that you have read alcohol restrictions)

Date